

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-200

OPENING DATE: 17 September 2004

CLOSING DATE: 18 October 2004

ANTICIPATED FILL DATE: 14 Nov 04

### POSITION TITLE AND NUMBER

Voucher Examiner  
PDCN 70273000, MD#: 1525-513

### UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office  
USPFO-CO, NCARNG, Raleigh, North Carolina

### GRADE AND SALARY(Includes Locality Pay Adj of 10.09%)

GS-0540-06 \$29,761.00 - \$38,694.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have nine months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to read, interpret and analyst data.
2. Ability to maintain bookkeeping logs.
3. Skill in making arithmetic computations.
4. Ability to communicate verbally and in writing.
5. Knowledge of rules and office practices.
6. Knowledge of procedures and rules in the processing of vouchers and transactions.

**CONDITION OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**Announcement No ARNGT 04-200 (Cont).**

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCNG is mandatory. (CMF 71 MOS: 42A/F/Y, 92A/Y)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES** This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of the position is to process travel (civilian and military) and commercial account payments for disbursement by the Defense Finance and Accounting Service (DFAS). The incumbent provides disbursement information to Program Managers (PM), travelers, vendors, Purchasing and Contracting Office (P&C), receiving activities, banks, and the transportation office. This position requires military membership. It is designated for National Guard *enlisted* incumbency only. Incumbent performs duties necessary to accomplish voucher functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions. Conducts periodic audits of lower-graded employees travel vouchers as well as processing a wide variety of travel payments. Incumbent will review vouchers and supporting documents for accuracy, compliance with regulations, and entitlements. Conducts periodic audits of lower-graded employees commercial accounts vouchers as well as examine and compute payments in accordance with applicable statutory and regulatory guidelines. Ensures that all required documentation is present prior to payment. Determines appropriate method of payment on complex issues. Verifies fiscal code on disbursement documents to ensure payments are accurately recorded. Maintains required supporting documents and official money papers for all processed payments. Prepares and distributes tax documents to vendors and appropriate agencies. Ensures that all payments (to include applicable interest or discounts) are processed in accordance with the Prompt Payment Act. Processes complex payments such as cooperative funding agreements, vendor card and advance payments. Performs pre-validation of obligations for all disbursements citing funds for other fiscal stations. Provides customer support to military and civilian personnel, vendors and other outside agencies. Resolves disputes with vendors and travelers. Provides expert technical guidance on entitlements, payment procedures, researching historical claims and entitlement regulations, and provides training support to individuals and organizations. Handles inquiries that are referred by lowergraded or less-experienced personnel. Applies and tests internal control procedures to ensure timely and accurate processing of all payments (travel and commercial accounts). Researches debts to identify their cause and to calculate and reconstruct complex payments/debts. Incumbent is responsible for notifying the chain of command of all detected fraud and abuse. Monitors and identifies to the chain of command late documents including but not limited to receiving reports, charge card payments, invoices and contract modifications. Ensures the successful interface and/or connectivity between travel, commercial accounts and related fiscal accounting and orders systems. Plans for and conducts the orderly updates and/or conversion of system changes that affect payment processing. Prepares system changes that affect payment processing. Assists with the testing of new procedures, policies, and systems developed to enhance the accuracy and timeliness of payments. Researches and corrects errors created during the upload or down load of data to the paying facility. Coordinates with DFAS to make corrections after upload have been accomplished. Process a variety of complex Permanent Change of Station (PCS) claims for civilian and military personnel. Provides technical PCS guidance to individual travelers and Program Managers. Process PCS advances, travel allowances, and necessary tax documents. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. An initial and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

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